One becomes eligible for tenure, promotion or advancement within rank upon meeting the
requirements stated in prior sections of this handbook. However, none of these actions are
automatic. All are based upon performance as evaluated by these procedures. Emphasis is placed
upon peer and administrative review both within one's school and within the university. At any
point in the review process, the faculty member may withdraw his/her application.

**Step I**
In consultation with his/her department chairperson, the faculty member submits an application for
tenure, promotion, or advancement to the personnel committee of his/her school. It is the
responsibility of the department chairperson and the school personnel committee (1) to make sure
that the five required scholarship points are clearly specified for a faculty member, (2) to show how
all of the faculty member's accomplishments actually meet the scholarship criteria, and (3) to
provide information about how the accomplishments have been weighted, following department or
school specifications. In some schools, the dean's letter of support details these matters. The
FPC/SPC considers the faculty member's entire portfolio, including, in cases of tenure, the
applicant's doctrinal statement, together with any statements, policies or positions adopted by the
Board of Trustees, and makes a recommendation to the dean of the school.

**Step II**
The dean, after considering both the application and the recommendation of the school personnel
committee, submits his/her recommendation (along with the recommendation of the school
personnel committee) to the University Faculty Personnel Committee. A consensus of a positive
recommendation for promotion must be met by the SPC and the dean in order for the application
to move forward. In the event that the application will not move forward, the dean will write a letter
of decision and also provide the decision in a meeting with the faculty member. (For advancement
within the Assistant and Associate Professor ranks, proceed directly from Step II to Step IV.)

**Step III**
The University Faculty Personnel Committee (UPC) reviews the application and the
recommendations of the school personnel committee and dean in order to ensure a consistent
application of guidelines between the various schools of the university. The committee and the
Provost share approval authority. Once the committee has made the decision, the file is passed to
the Provost.

**Step IV**
The Provost reviews all applications and recommendations for final decision in all promotion,
advancement, and tenure cases. If the Provost does not agree with the recommendation of the
University Faculty Personnel Committee, he/she will submit to the UPC in writing the issues of
disagreement. This will be done at least one week prior to a resolution meeting of the Provost and
the UPC, to be called by the UPC chair. At that meeting, the Provost will present the case verbally
and answer questions from individual UPC members. The UPC will adjourn to an executive session
to cast a vote to either agree with the Provost's decision or to overrule the Provost. An overrule
requires a 2/3 majority vote (5 of 7 members).

**Step V (Tenure Cases Only)**
The Provost's recommendation is reviewed by the President, who decides whether or not to pass it on to the Board of Trustees for final decision.